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ABSTRACT

This document represents the five-year Arkansas State Plan for the operating in accordance with the Library Services and Technology Act in Arkansas (fiscal year 1998-2002). The following are covered: vision statement; a description of the types of libraries in Arkansas (public, school, post-secondary education, special, and State Library); an overview of users; the Arkansas State Library process and steering committee; a list and description of the 13 programmatic and administrative goals established by the State Library; evaluation plans and methods; timeline; opportunities for librarian and library user involvement; administration; and policies and procedures. (AEF)

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FIVE YEAR PLAN

for the

LIBRARY SERVICES AND TECHNOLOGY ACT

in

ARKANSAS

Fiscal Years 1998-2002

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Submitted August 1, 1997

Arkansas State Library
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FIVE YEAR PLAN for the LIBRARY SERVICES AND TECHNOLOGY ACT in ARKANSAS

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THE STATE PLAN FOR THE LIBRARY SERVICES AND TECHNOLOGY ACT IN ARKANSAS: FY 1998 - 2002

Revised Draft 7/25/97

THE VISION: ***All Arkansans shall have equal opportunity to benefit from access to available information.***

INTRODUCTION:

The *State Plan for the Library Services and Technology Act in Arkansas: FY 1998-2002* has been prepared by the Arkansas State Library staff in accordance with the Library Services and Technology Act (LSTA) of 1996 and with the general guidance of the Networking Advisory Committee and commentary from librarians statewide. The *Plan* includes projects for the period July 1, 1997, through September 30, 1998, using FY 1997 funds allotted to Arkansas under Titles I and III of the Library Services and Construction Act (LSCA). All LSCA Titles I and III funds will be spent by September 30, 1998, the second year of the federal grant. LSTA funded projects will be implemented after October 1, 1998, the beginning of FY 1999. The State Library anticipates revising this plan after this first year, which is considered the transition period as the agency moves from LSCA to full implementation of the LSTA. The State Library will continue LSCA, Title II, Public Library Construction and Technology Enhancement, until all FY 1997 funds are expended.

Because the State Library administrative agency budgets both biennially and annually, and when authorized, spends federal funds in the second year of the state grant, the agency plans to expend its FY 1997 grant in FY 1998. Programs and services originally proposed as the LSCA program, which meet LSTA provisions, will be performed in FY 1998. To this end, subgrants will be authorized for an amount specified by the State Library for public libraries proposing LSTA compatible projects.

LIBRARIES IN ARKANSAS:

There are many types of libraries in Arkansas, each serving a particular clientele. Each individual library regardless of type cannot meet all the needs of its users. Arkansas libraries have a strong commitment toward cooperation and work together in many areas to insure that the best library service possible is available to Arkansas residents. The variety of libraries found in Arkansas are described below.

PUBLIC LIBRARIES

Public libraries in Arkansas are those libraries whose legal authority has been established under state laws. There are 230 separate public library units serving the 2.35 million Arkansas residents. All 75 counties have some form of public library service. Eighteen regional library systems serve 61 counties. Eleven counties have chosen to have independent county libraries. Three of the 75 Arkansas counties do not have countywide service, although they do have independent city libraries within their boundaries. There are 6 independent tax-supported city libraries and 8 independent non-taxed city libraries. Several bookmobiles and outreach programs provide services from the library systems. The total of holdings in public library collections holdings include an estimated 5 million volumes.

SCHOOL LIBRARIES

The Arkansas State Department of Education provides leadership and consultation relating to school library services in 311 public school districts in the state. Accreditation standards require that all of the 1,103 public schools in Arkansas provide library media centers. Approximately 900+ school library media specialists provide instruction on basic library media skills to over 452,200 public school students. Library media specialists also provide curricular materials and instruction in using new technologies to approximately 28,500 teachers. State standards require 8 books per student. Therefore, it can be assumed that public school library-media centers have at least 4.5 million volumes available for their students. Arkansas also has 15 regional school organizations called Education Service Cooperatives. Data regarding Arkansas private school library media centers has not been collected.

POST-SECONDARY EDUCATION LIBRARIES

Higher education has always played an important role in Arkansas. At the present time, approximately 127,638 students attend 59 colleges, universities, community colleges/technical institutes and vocational schools and branches. Of these 59 higher educational institutions, 47 are publicly supported institutions enrolling 116,267 students and 12 are independent, private institutions enrolling 11,371 students. The public institutions include 9 four-year institutions, 24 two-year community colleges/technical institutes, one medical university, 2 university law schools, and 11 vocational technical schools. Public academic library collections include approximately 5 million volumes and collection holdings for the private institutions include approximately 1 million volumes.

SPECIAL LIBRARIES

In addition to public, school, and academic libraries, there are over 200 public and private, government and nongovernmental, profit and nonprofit special libraries in Arkansas. These special libraries provide focused working information to a specialized clientele on an ongoing basis to further the mission and goals of the parent company/organization. Included in this group is a total of 20 state government institution libraries which offer library services to more than 15,000 residents and staff in Human Development Centers and the Department of Correction.

ARKANSAS STATE LIBRARY

The Arkansas State Library, a division of the Department of Education, is governed by a 7-member board and administered by a State Librarian. Act 489 of 1979 expanded the State Library's responsibilities to include all the duties of a general state library agency. In order to meet its statutory obligations, the State Library and State Library Board adopted a mission statement and goals. The Arkansas State Library mission is to provide resources, services, and leadership needed to meet the educational, informational, and cultural needs of Arkansas citizens, and to provide guidance and support for the development of local public libraries and library services. State Library goals are to: 1) develop access to libraries and information resources; 2) provide library and information resources and services to state government, as well as to other citizens statewide; 3) promote development, use, and support of public libraries and information resources; 4) foster recruitment, training, and education of library personnel; and 5) provide effective administration and leadership needed to improve public libraries and library services. The agency administers state and federal funds allocated for libraries and library development, including State Aid to Public Libraries funds and federal grants and program funds.

To carry out its mission and goals, the State Library employs more than 50 full time staff including 24 professional librarians. The Library acquires materials and maintains a research collection containing 2.6 million items, including reference materials, federal and state documents, state regulations, industry standards, census, patent and trademark data. Over 126,000 "talking books" and Braille books are provided to the blind and physically handicapped. Federally funded projects are administered through the State Library's four organizational service areas: Administration, Library Services and Development, Information Resources, and Office of the State Librarian. The agency employs an LSTA Coordinator to assist in planning, coordinating and evaluating the LSTA program in Arkansas.

ARKANSAS OVERVIEW:

The technology needs of all types of libraries and access to information needs of all Arkansans form the framework of how the State Library expects to expend LSTA funds over the next five years to improve services to 2,350,725 persons living in 75 counties. The State Library staff talked with librarians, met with library groups, and compiled data to plan LSTA activities that will assist libraries in the use of technology to promote resource sharing and establish meaningful linkages among all types of libraries. Statistical data from the 1990 Census, Arkansas Kids Count Data Book 1995: A Portrait of Arkansas' Children, and the Arkansas Department of Education as well as input from citizens clearly demonstrate the need to plan LSTA programs and projects that would benefit all Arkansans, particularly those citizens who are prevented from making full use of library services because of economic conditions, low education attainment, and other barriers that preclude them from benefiting from a library. The population breakdown is approximately 82.7 % white, 15.9% black, 0.5% American Indian and less than 1% other

races. Arkansas has 19.1% of the population living below the poverty level and 10% or more of the population for each county is the elderly, ages 65 and older. In 1990, about 36% of Arkansans living in poverty were children, 0-17 years of age, and their parents or guardians, ages 18-64, represent about 47% of all Arkansans living in poverty. According to the Arkansas Department of Education, the number of children eligible for free/reduced lunch program has increased from 38% in 1990/1991 to 43% in 1994/1995. All counties except Benton and Pulaski have at least 10% of the population, age 25 and over, with less than a nineth grade education.

ASL PROCESS AND STEERING COMMITTEE:

PROCESS

This five-year plan to meet LSTA requirements is the outgrowth of the preliminary plan submitted to the Institute of Museum and Library Services in April, 1997. It is the result of strategic planning, and comments, suggestions and recommendations from librarians statewide. The State Librarian selected the 13-member State Networking Committee to act as a steering committee to work with agency staff on the development of the LSTA plan. All of the writing was done by State Library staff with input and advice from the Steering Committee. In addition to committee input, commentary from librarians statewide was encouraged and solicited at each phase of plan development. The plans were posted on the State Library web site and made available in hard copy. Two statewide meetings to provide a forum for discussion of the final plan were scheduled in July. The State Library used the forums as an opportunity to discuss the changes that are taking place in the federal program and the State Library's desire to have input from a wide variety of potential stakeholders. Meeting announcements were mailed to over 700 librarians statewide and posted through the Internet on the Arkansas Library Listserve. The meeting dates and the proposed plan were given to the Arkansas Library Association Executive Board at the quarterly board meeting in June 1997. The two statewide meetings were held on July 10th at the East Arkansas Community College in Forrest City and on July 11th at the University of Central Arkansas in Conway. Professional facilitators and technology advisers, Catherine C. Wilt and Jacqueline Anderson from the AMIGOS Bibliographic Council, Inc., in Dallas, Texas, were employed to facilitate the meetings and record data.

MEETING RESULTS

The State Library received the facilitators' report on July 18 and distributed copies to the Steering Committee. Specific topics and related activities that were among several listed in the proposed LSTA Five-Year Plan were reaffirmed in the statewide meetings and are listed as follows (not in priority order):

- Telecommunications
- Marketing/publicity of Arkansas libraries
- Planning activities

- Training/continuing education
- LSTA orientation and grantwriting training
- State Library technology training classroom

In addition, the following broad recommendations/observations were identified by the facilitators during the statewide meetings:

- The first group strongly supported statewide marketing/publicity and emphasized need for increased information sharing among all libraries, i.e. State Library activities and all libraries in the state, and then increased publicity of libraries' services and activities for Arkansans. Requested the State Library increase awareness and activities in this area.
- The second group suggested that more information on current trends/changes in population diversity be added to the plan.
- Several participants requested clarification of the State Library's and subgrantees' responsibilities in evaluating projects. A Steering Committee member requested that evaluation methods be added.
- Several participants requested additional information on the ASL Process and Steering Committee including an articulated charge to the Steering Committee/Advisory Council, criteria for representation/selection, voice for private higher education, timelines/meeting frequency/types of meetings.
- Considerable discussion took place on whether or not multi-year projects could be accommodated through LSTA. The majority preferred single year subgrants.
- Several participants were interested in how LSTA funds will be split between state library-administered programs and subgrants.

State Library staff evaluated the report and emphasized or incorporated the majority of the recommendations into the plan. The final revision of the LSTA plan was then completed and posted on the agency's web page at < **http://www.asl.lib.ar.us/LSTA.html** >

STEERING COMMITTEE

Membership in the Steering Committee was broadly representative of the types of libraries specified in the LSTA:

Marilyn Archer, Director, Cossatot Technical College, DeQueen
Jeffrey Baskin, Director, Laman Library, North Little Rock
Art Berman, Director, East Arkansas Community College Learning Resource Center, Forrest City
Grace Berry, Director, Pope County Public Library, Russellville
Margaret Crank, Library Media Services Specialist, State Department of Education, Little Rock
Dr. Willie Hardin, Director, Torreyson Library, University of Central Arkansas, Conway
Mary Ellen Hawkins, Director, Ozarka Technical College Media Center, Melbourne
Nancy Howe, Director, Phillips County Community College Library, Helena
Janet Parsch, Head of Technical Services and Systems Div., U of A Libraries, Fayetteville
Melinda Pennington, Winrock International Library, Morrilton
Mary Ryan, Director, University of Arkansas Medical Sciences Library, Little Rock
Rachel Byrd Shankles, Lakeside High School Library, Hot Springs
Jacqueline Wright, Director, Arkansas Supreme Court Library, Little Rock

GOALS:

The Arkansas State Library has established 13 programmatic and administrative goals to carry out its responsibilities under the LSTA. Goals 1-10 are identical to the purposes of LSTA outlined in the *1998 State Grant Program Guidelines for Preliminary or Five-Year State Plan*. Goals 11-13 are administrative goals. The 13 goals are listed as follows:

- ***GOAL 1:*** *Establish or enhance electronic linkages among or between Arkansas libraries.*

- ***GOAL 2:*** *Link Arkansas libraries electronically with educational, social or information services.*

- ***GOAL 3:*** *Assist Arkansas libraries in accessing information through electronic networks.*

- ***GOAL 4:*** *Encourage Arkansas libraries of all types in different areas of the state to establish consortia and share resources.*

- ***GOAL 5:*** *Assist Arkansas libraries in acquiring or sharing computer systems and telecommunications technologies.*

- ***GOAL 6:*** *Promote targeted library and information services to Arkansans of diverse geographic, cultural, and socioeconomic backgrounds.*

- ***GOAL 7:*** *Promote targeted library and information services to Arkansans with disabilities.*

- ***GOAL 8:*** *Promote targeted library and information services to Arkansans with limited functional literacy or information skills.*

- ***GOAL 9:*** *Promote targeted library and information services to Arkansans having difficulty using a library.*

- ***GOAL 10:*** *Promote targeted library and information services to underserved urban and rural communities, including children from families with incomes below the poverty line.*

- ***GOAL 11:*** *Increase public understanding and awareness of library services and programs in Arkansas through information dissemination.*

- ***GOAL 12:*** *Provide continuing education opportunities for staff, trustees, and other library support groups to prepare for library service in the 21st century.*

- ***GOAL 13:*** *Provide leadership and services to carry out purposes of the Library Services and Technology Act.*

PRIORITIES:

The State Library has established the following priorities for the use of LSTA funds for the five-year period, FY 1998-FY 2002. Additional priorities may be established by the State Library Board:

- Resource sharing among all types of libraries statewide through interlibrary loan, electronic linkages, utilization of OCLC online database and its products, expansion and operation of networks, and other projects.

- Access to information for all citizens, to include state and federal documents services, computer-based user services, marketing, information dissemination, continuing education, and other projects.

- Services to libraries and to persons who need special services through State Library consultant services, State Library children's services, training and continuing education programs, support of literacy activities in local communities, State Library services to the blind and physically handicapped, and other projects.

ACTIVITIES:

The success of the Library Services and Technology Act program in Arkansas depends upon the accomplishment of project activities. For FY 1998-2002, the Arkansas State Library plans a wide variety of activities consistent with LSTA purposes and, at the same time, designed to meet state goals and priorities. In particular, one activity involves the technology assessment and planning project for individual libraries. The State Library recognizes the need to continue the further development of an in-depth technology plan encompassing all types of libraries. The further development of such a plan will follow

additional statewide needs assessment as an ongoing effort. Such assessment will be undertaken with LSTA funds, assuming an adquate appropriation by the Congress

The State Library will administer LSTA project activities through a process involving state-directed programs and competitive grant opportunities. The following lists activities, expected year(s) of accomplishments and suggested evaluation methodology. The date of 1998 generally refers to LSCA projects which will be completed by September 30, 1998:

GOAL 1: *Establish or enhance electronic linkages among or between Arkansas libraries.*

- **Activity A:** Offer competitive grant opportunities to libraries to establish or enhance local electronic linkages with other libraries. 1998-2002

- **Activity B:** Support and maintain the memberships and activities of the State Library-sponsored interlibrary loan networks: the Arkansas Library Online Network (ALON) and the AMINET regional network. Investigate the feasibility of expanding the statewide library ILL network via the Internet. 1998-2002

- **Activity C:** Work with telecommunications providers to ensure reduced rates for libraries at state and federal levels. 1998

- **Evaluation Methodology:** The State Library and subgrant recipients will collect and analyze information which may include number and type of ALON network participants, statewide OCLC interlibrary loan statistics, comparative cost information of alternative ILL systems, number of grant projects initiated, number and types of libraries linked electronically, types of linkages, customer satisfaction reviews, professional critiques, etc. The State Library will also monitor development and library use of telecommunication rates in the state.

GOAL 2: *Link Arkansas libraries electronically with educational, social or information services.*

- **Activity A:** Offer competitive grant opportunities to libraries to establish electronic links to educational, social or information services. 1998-2002

- **Activity B:** Support and maintain the Arkansas Library FirstSearch Consortium. Explore alternative methods to expand statewide electronic access to information databases for Arkansas libraries. 1998

- **Activity C:** Develop and implement one or more statewide contracts for libraries to use full image/text services. 1998-2002

- **Activity D:** Investigate the feasibility of a statewide project which would link a full text service to the online Arkansas Union Catalog and shared automated systems. 1998

- **Activity E:** Create and maintain a virtual electronic doorway to digital federal government resources through the State Library's in-house network environment. 1998-2002

- **Activity F:** Allocate funds for new equipment and software required for statewide library participation in the Information Network of Arkansas administered by the Arkansas Department of Information Systems. 1998-2002

- **Activity G:** Produce and distribute the quarterly *Index to Arkansas State Documents* on CD ROM. Investigate new technologies and alternative formats. 1998

- **Activity H:** Allocate funds to create special library resources accessible through the Information Network of Arkansas or other networks such as full text access to state documents for libraries and the general public. 1998-2002

- **Evaluation Methodology:** A variety of evaluation methods will be used, based on what is most appropriate for a specific project. The State Library will evaluate statewide online and offline projects through analysis of use statistics and through surveys to library participants to assess satisfaction with access methods and information found. Other data collected and used may include the number of subgrant recipients, number/type of network participants, number/type of databases accessed, types of digital resources created, number of CD ROMS produced and distributed and number of recipients, equipment and/or software purchased, etc.

GOAL 3: *Assist Arkansas libraries in accessing information through electronic networks.*

- **Activity A:** Offer competitive grant opportunities to libraries to access information through electronic networks. 1998-2002

- **Activity B:** Provide consultant services and technical assistance through the State Library to assist libraries in accessing information through electronic networks. Make funds available for library personnel to attend technology training. 1998-2002

- **Activity C:** Support the development and use of the Arkansas State Library web site and Internet servers. 1998-2002

- **Activity D:** Offer competitive grant opportunities to libraries to develop at least five library web sites in Arkansas. 1998-2002

- **Evaluation Methodology:** The State Library and subgrantees will collect, analyze and report the achievement of this goal using data such as: the number and types of libraries requesting assistance, number of web sites developed, number of subgrantees, types of electronic networks, impact on services, number of training sessions attended, etc.

GOAL 4: *Encourage Arkansas libraries of all types in different areas of the state to establish consortia and share resources.*

- **Activity A:** Offer competitive grant opportunities to libraries for costs associated with creating and providing access to electronic community information resources. Projects may include one or more of the following: online database access; tele- or video-conferencing; technology training for both students and trainers; community interaction with health services, business, communication, transportation, law enforcement, museums and many other agencies. 1998-2002

- **Activity B:** Offer competitive grant opportunities to libraries to assist in resource sharing, consortia participation and development. 1998-2002

- **Activity C:** Support new memberships in the Arkansas Library Online Network (ALON) and the AMINET regional network.. 1998-2002

- **Activity D:** Support and expand access to the Arkansas Reference and Interlibrary Loan Network (ARIN) at the Arkansas State Library to include all types of libraries. State Library will continue to act as the statewide Referral Center for out-of-state ILL requests. 1998-2002

- **Activity E:** Support development and use of the online Arkansas union catalogs on monographs and serials. Maintain OCLC/AMIGOS network memberships. The State Library will support addition of records and holdings to the OCLC database and coordinate non-OCLC library holdings input. 1998-2002

- **Activity F:** Support resource sharing through collection development, cataloging, retrospective conversion, offline products, preservation and other methods. 1998-2002

- **Activity G:** Increase and maintain the State Library reference collections to enhance statewide resource sharing. 1998-2002

- **Activity H:** Support the micrographic reproduction, duplication and distribution of state documents to fill copy requests. Investigate alternative methods. 1998

- **Activity I:** Support and collaborate with various cooperative networks and educational institutions such as the Arkansas Library Association, Southeastern Library Association, Resource Arkansas, Arkansas History Commission, ARKNET, APSCN, COSLA, Western Council, and others. 1998-2002

- **Evaluation Methodology:** A variety of evaluation methods will be used, dependent on the type of project undertaken. Data collected may include the number of resources acquired or preserved, the number of holdings input into the state database, number of consortia pilot projects, number/types of consorita participants, number of patrons served by consortia, patron use and satisfaction, and other data. The State Library will evaluate statewide online projects through analysis of internal and network statistics including number and types of network participants, state and regional interlibrary loans, reference statistics, increase in statewide library holdings in OCLC, number of offline products and number of recipients, etc.

GOAL 5: *Assist Arkansas libraries in acquiring or sharing computer systems and telecommunications technologies.*

- **Activity A:** Offer competitive grant opportunities to encourage libraries and library systems to implement new shared automated systems, enhance existing shared automated systems, or link two or more automated systems. 1998-2002

- **Activity B:** Provide consultant services and technical assistance through the State Library to assist libraries in acquiring or sharing computer systems and telecommunications technologies including the Internet, email, the World Wide Web, telefacsimile and other related technologies. 1998-2002

- **Activity C:** Encourage direct Internet access for libraries and at least dial access for those libraries which do not now have Internet Access. 1998-2002

- **Activity D:** Support activities to connect public libraries to Internet through existing Arkansas networks, or Arkansas Department of Information Systems. 1998

- **Activity E:** Continue to support the Dial-In Access for Arkansas Public Libraries (DAAPL) for public libraries testing remote online access. 1998

- **Activity F:** Install and maintain an integrated automated system at the State Library. Libraries, government agencies, organizations, businesses, and other groups will have Internet access to State Library resources. Explore the possibility of adding records from the Arkansas History Commission or other agencies. 1998

- **Activity G:** Survey Arkansas public, academic, school and special libraries on currently used hardware and software. Produce and distribute an information directory. 1998

- **Evaluation Methodology:** The State Library and subgrantees will collect, analyze and report on data which may include: the number and types of libraries requesting and receiving assistance, the increase in the number of libraries connected to the Internet, the different methods of Internet access, the number of State Library holdings accessible to other libraries, number of libraries acquiring or sharing specified equipment and software, number of system and telecommunications upgrades, etc.

GOAL 6: *Promote targeted library and information services to Arkansans of diverse geographic, cultural, and socioeconomic backgrounds.*

- **Activity A:** Offer competitive grant opportunities to libraries to develop effective and innovative programs and services for Arkansans of diverse backgrounds. 1998-2002

- **Activity B:** Offer competitive grant opportunities to libraries to develop library programs and services addressing the needs and interests of underserved groups in local communities. 1998-2002

- **Activity C:** Provide LSTA subgrant funds to any major urban resource library serving a primary population of 100,000 to support library and information services to local citizens of diverse backgrounds. 1998

- **Evaluation Methodology:** Libraries with subgrant projects will be required to collect and report data specific to the project and goal as determined by the State Library. Other data collected and used may include the number of subgrant projects, percentage of target group reached, method of publicity, suitability of materials selected, involvement of community groups and agencies, customer satisfaction reviews, etc.

GOAL 7: *Promote targeted library and information services to Arkansans with disabilities.*

- **Activity A:** Offer competitive grant opportunities to libraries for projects that will increase accessibility of library materials and services to the disabled. 1998-2002

- **Activity B:** Provide continuing support for the Regional Library Services for the Blind and Physically Handicapped at the State Library to provide improved services to disabled Arkansans. 1998-2002

- **Activity C:** Encourage library efforts to comply with the Americans with Disabilities Act (ADA) on an ongoing basis. 1998-2002

- **Evaluation Methodology:** The State Library will evaluate the activities of the Library for the Blind and Physically Handicapped using data collected on the number of patrons served, new readers registered, circulation of materials and equipment, site evaluation reports from the National Library for the Blind and Physically Handicapped, etc. Other data collected and used may include the number of subgrant projects, percentage of target group reached, method of publicity, suitability of materials selected, involvement of community groups and agencies, customer satisfaction reviews, etc.

GOAL 8: *Promote targeted library and information services to Arkansans with limited functional literacy or information skills.*

- **Activity A:** Offer competitive grant opportunities to libraries during FY 1998 to develop, maintain or expand library services to the illiterate or citizens with limited English-speaking skills. 1998-2002

- **Activity B:** Encourage mutual cooperation between at least one library and other state and local agencies serving the illiterate and functionally illiterate. 1998-2002

- **Evaluation Methodology:** Libraries receiving subgrants will be required to evaluate projects using methods pre-approved by the State Library. Other data collected and used may include the number of subgrant projects, percentage of target group reached, method of publicity, suitability of materials selected, involvement of community groups and agencies, customer satisfaction reviews, etc.

GOAL 9: *Promote targeted library and information services to Arkansans having difficulty using a library.*

- **Activity A:** Offer competitive grant opportunities to libraries to develop specialized programs and services for adults 65 years or older. 1998

- **Activity B:** Support library service to Arkansas residents in institutions operated by the Department of Correction and the Department of Human Services. 1998

- **Activity C:** Provide assistance to libraries in collaborative efforts with community groups to aid individuals through outreach and development programs. 1998

- **Evaluation Methodology:** The State Library will evaluate the statewide project providing library services to the institutionalized using collected data on the number of institutional residents served, number of resources added to collections, use of materials, site visits, consultations with local librarians, etc.

GOAL 10: *Promote targeted library and information services to underserved urban and rural communities, including children from families with incomes below the poverty line.*

- **Activity A:** Provide a statewide summer reading program in libraries for Arkansas children residing in all counties including those with high percentages of low income families. 1998-2002

- **Activity B:** Provide an expanded inservice training workshop annually for librarians specializing in children and youth services. 1998-2002

- **Activity C:** Develop at least one collaborative activity for school and public libraries serving children pre-K through age 17 in communities where families have incomes below the poverty line. 1999

- **Activity D:** Encourage collaborative efforts between all types of libraries and other state and local agencies serving children pre-K through age 17 in communities where families have incomes below the poverty level. 1998-2002

- **Evaluation Methodology:** The State Library will evaluate the statewide summer reading program and training workshop using data collected, such as number of workshop participants, number of children participating in program, number and type of promotional materials, quality of program/workshop content as measured by library personnel, impact on services, etc.

GOAL 11: *Increase public understanding and awareness of library services and programs in Arkansas through information dissemination.*

- **Activity A:** Support and enhance the activities and operations of the State Library Information Dissemination Office. 1998-2002

- **Activity B:** Disseminate information to the general public and to decision makers on an ongoing basis to ensure that Arkansans are aware of current and emerging library 1998-2002

resources and services.

- **Activity C:** Publicize state and federal grant programs and special projects administered by the State Library annually. 1998-2002

- **Activity D:** Utilize the State Library web site to post current information regarding programs, projects, activities and services of the State Library and other libraries and library groups. 1998-2002

- **Activity E:** Collect and disseminate statistical information regarding public libraries. Support State Library collaboration with the National Center for Education Statistics. 1998-2002

- **Evaluation Methodology:** The State Library will evaluate the statewide information dissemination program on the number and type of activities funded. Publicity will be developed for all major State Library programs and for appropriate statewide library activities. Measurement for specific activities may include the number of newsletters released, news releases issued, interviews, featured articles, folders, brochures, booklists, special printed materials, publication/distribution of statistics, etc. Increased library use and funding are indicators that might suggest success of this goal.

GOAL 12: *Provide continuing education opportunities for staff, trustees, and other library support groups to prepare for library service in the 21st century.*

- **Activity A:** Offer competitive grant opportunities to libraries to plan and implement continuing education sessions responsive to local needs. 1998

- **Activity B:** Provide at least one continuing education workshop and/or teleconference annually for library professionals, paraprofessionals and/or public library trustees. Post notices on the Internet. 1998-2002

- **Activity C:** Support the State Library Extension Services Program required to provide in-service training of public library staff and trustees as requested annually. Make funds available for library personnel to attend continuing education programs. 1998-2002

- **Activity D:** Investigate the establishment and cost effectiveness of a State Library technology training center or centers conveniently located for librarians, library staff and other qualified personnel. Explore distance learning concepts. 2000

- **Activity E:** Continue to work with the AMIGOS Bibliographic Council, OCLC, and other groups to provide workshops on cataloging, reference, interlibrary loan, resource sharing, Internet, technology, preservation and other topics. 1998-2002

- **Activity F:** Make funds available for workshops and planning meetings to encourage Arkansas librarians and library supporters to discuss and undertake cooperative programs. 1998-2002

- **Evaluation Methodology:** Measurement of activies may include number of continuing education events, number of planning meetings, number of attendees, quality of training as measured by participants, establishment of a training center, etc. The State Library will analyze all evaluations to provide a statewide evaluation.

GOAL 13: *Provide leadership and services to carry out purposes of the Library Services and Technology Act.*

- **Activity A:** Continue to support the State Library Technology Assessment Program and encourage local automation planning. 1998-2002

- **Activity B:** Continue to provide specialized support services at the State Library to supplement and reinforce local library programs, services and operations. Fund training of library personnel who can then provide technical assistance to other libraries. Allocate funds for new equipment and software required to provide statewide services. 1998-2002

- **Activity C:** Conduct meetings of the LSTA Advisory Council and other groups that contribute toward the effective administration of the LSTA. 1998-2002

- **Activity D:** Provide a workshop on LSTA grant writing for Arkansas librarians interested in submitting subgrant proposals. 1998-2002

- **Evaluation Methodology:** The State Library will evaluate the activities of this goal by collecting and analyzing data such as the number, type and satisfaction of libraries receiving technology assessments, the number of participants and meetings related to LSTA, number of workshops and number of attendees, number of support personnel, number and type of services rendered, etc.

EVALUATION - GENERAL OVERVIEW:

The State Library will evaluate all LSTA projects annually using a variety of measures appropriate to the project and file a report as required with the Director of the Institute of

Museum and Library Services. Standard measures such as surveys, data collection, record keeping, pre- and post- fill rate assessments, observation and other tools will be used to measure quantity, cost-effectiveness, and impact of each project on the library's overall services to users. Some projects may require an outside evaluator to assess impact at the end of the project year. All LSTA subgrant recipients will be required to submit quarterly and final project evaluations. The final evaluation will provide information on the project, how the project objectives were met, problems encountered, suggestions for others wanting to implement a similar project, and plans, if any, to continue the project. Subgrantees also will submit supporting documentations such as statistics, letters reports, and other materials with their final reports.

TIMELINE:

The timeframe for accomplishment of activities is stated under each goal. The State Library will conduct the following grant program procedures to be conducted during the State Fiscal Year of 1998 (July 1, 1997 - June 30, 1998) and overlapping through Federal Fiscal Year 1998 (October 1, 1997 - September 30, 1998).

July 1, 1997	FY 1997/1998 LSCA/LSTA Projects begin
July 10, 1997	LSTA Five-Year Plan Discussion Meeting at Forrest City
July 11, 1997	LSTA Five-Year Plan Discussion Meeting at Conway
August 1, 1997	Arkansas Five-Year Plan Submitted to IMLS
November, 1997	State Library distributes applications for FY 1998/1999 subgrants using FY 1998 LSTA funds allotted to the State Library
February, 1998	Subgrant Applications due at the State Library
March, 1998	State Advisory Council reviews applications
May, 1998	State Library Board makes final approval of applications at the quarterly board meeting, and applicants are notified
June 30, 1998	FY 1997/1998 LSCA/LSTA projects end
July 1, 1998	FY 1998/1999 LSTA projects begin
August 31, 1998	FY 1997/1998 LSCA/LSTA project evaluations due

LIBRARIANS AND LIBRARY USER INVOLVEMENT:

The State Library will continue to provide opportunities for librarians and library users to participate in policy decisions regarding implementation of the *Plan* and seek input during the next five years through the following:

1. State Library Board Meetings. All quarterly and special called meetings are conducted under the provisions of an open meetings law and under the State Freedom of Information Act, as amended. Librarians and library users are given full opportunity

for input in regard to services, projects, policies, and decisions, and visitors customarily attend the meetings. The Library Development District Council, consisting of two public library directors from each of the five regions, meet with the State Librarian and agency staff following all Board meetings to discuss issues, make recommendations, and provide input to the State Library regarding programs and services.

2. State Advisory Council. Although not a requirement of the Act, the State Librarian will appoint an advisory council to the agency which is broadly representative of library entities in the state, including public, school, academic, special, and institutional libraries, and libraries serving individuals with disabilities. Besides type of library represented, appointment shall be based upon a commitment to serve, experience, enthusiasm, cooperation, and support for resource sharing. Terms shall be for two years or until successors are appointed. Some members may initially be reappointed in order to provide functional continuity. The Council shall further advise State Library staff in regard to the LSTA, and may make recommendations for consideration by the State Library Board, a group of seven members appointed by the Governor for seven year terms and which has oversight of the State Library. The Arkansas State Library Board shall be the final determining body for program and policy issues, subgrants, and for issues relating to statewide programs and services conducted by the State Library under the auspices of the LSTA.

3. Publicity. The State Library publishes "The News", a bimonthly publication, which is distributed statewide. All State Library Board meetings and other library-related meetings are published in "The News" in advance of scheduled dates. Notices of meetings and other information are provided to the Arkansas Press for statewide publication.

4. Communications. Memos, written correspondence, telefacsimile and electronic communication keep all type of libraries informed about LSTA programs and projects, either proposed or in progress.

5. Distribution of the *Plan*. The State Library has posted the *Plan* on the State Library Webpage and will add annual amendments as needed. The *Plan* and amendments will be distributed to all requesting libraries. The *Plan* and any future amendments will be distributed to the Executive Board of the Arkansas Library Association for discussion and input. The *Plan* will be submitted to the State Clearinghouse and distributed through the State Documents Depository System to 27 full and partial depositories.

6. Discussion of the *Plan*. The State Library will host open forums for discussion and comment at the Arkansas Library Association annual conference, and at the annual meetings of public, school, special, and academic library groups, if requested. The State Library will hold meetings of the LSTA Advisory Council.

ADMINISTRATION:

The Arkansas State Library will spend not more than four percent (4%) of the LSTA state grant to administer the LSTA program. Authorized funds will be budgeted to cover costs for grant related activities that include fiscal transactions and disbursements, budget management, payroll, accounting, inventory accountability and management, invoicing, payments, and monthly and periodic budget reports as required at state and federal levels. Administration shall also include subgrant tracking, attendance and leave accounting, equipment bidding and purchasing, record keeping, supplies acquisition, communications budgeting and payment, and personnel reports. Accounts will be maintained in the fiscal office for all subgrants, and state warrants will be issued to subgrantees for authorized subgrant obligations.

In addition, administration under the program will include the recruitment and hiring of employees for grant projects performed by the State library agency, classification and grade assignments, advertising and placing position announcements, conducting selection and interview, hiring, providing orientation and training to new employees, and providing information and assistance to all agency workers paid under the State grant.

Administration also includes subgrant monitoring, maintenance of effort computation and reporting, purchase and maintenance of necessary equipment used for State grant administration, and payment of an annual audit of federal program funds. Necessary related expenses for travel to properly administer the State grant will also be budgeted and expended as administrative expense. Administration of the LSTA may also include payment for costs for other events, meetings, and activities necessary for the effective and efficient conduct of the federal grant.

POLICIES:

A. USE OF FUNDS

1. As provided in Section 231, (b) (1) (2) of the Library Services and Technology Act, the State Library administrative agency shall apportion available LSTA funds to meet the needs of the State. The State Library Board shall have final determination of programs, services, and priorities, including allocations for statewide programs and services, and as applicable, an amount to be allocated for subgrants.

2. Library Services and Technology Act (LSTA) funds shall be used for statewide projects and competitive subgrants. Qualified libraries shall be eligible to apply for competitive subgrants.

3. Funds will be used for projects statewide as follows:

a. Not less than 96% of LSTA funds awarded to the state will be used to support programs, services, and activities in Arkansas consistent with the purposes of the LSTA.

b. Funds will support activities in accordance with the goals, activities, policies, and procedures in the FIVE YEAR PLAN and amendments thereto as approved by the State Library Board and the Institute of Museum and Library Services (IMLS).

c. Not more than four percent of LSTA funds awarded to the state will be used for state library agency administrative costs associated with carrying out the Act.

4. On an annual basis the Arkansas State Library may establish an amount of LSTA funds that may be made available to support library subgrant applications.

5. It is understood that available resources are insufficient to meet all library needs in Arkansas. The Arkansas State Library will make funds available under priorities established annually.

B. SUBGRANTEES

The Arkansas State Library recognizes the importance of assuring accountability for use of federal funds received. It is in the best interests of Arkansas residents that subgrant recipients shall be libraries with a demonstrated local commitment to library services, as evidenced by appropriate leadership, staffing, services, technology development, equitable resource sharing and other forms of commitment as specified below:

1. An academic library must be an accredited institution entitled to confer degrees, with a line item in the budget going to the library for library materials. The library must have a professionally trained librarian, an organized collection, and provide some service to the public or have a strong commitment to resource sharing.

2. Libraries in institutions which are substantially state-supported and receive most of their operating funds from the state General Revenue must have appropriately trained personnel, an organized collection, adequate space, a materials budget, be open a minimum of 20 hours for service per week, and have a commitment to sharing resource materials.

3. A public elementary school or secondary school library must be supervised by a certified school library media professional, provide an accessible, organized collection of resources, have an approved collection development policy, a line item budget for the library to purchase information materials, and must be willing to share resources.

4. A public library must be a city, county, or regional headquarters library that qualifies for state aid during the period of the grant contract. To qualify for state aid, public libraries must meet the Standards For State Aid, be approved to participate in the

State Aid Program by the Arkansas State Library Board, and be willing to participate in statewide resource sharing.

5. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public and/or a strong commitment to resource sharing.

6. A private library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public and/or a strong commitment to resource sharing.

C. *GENERAL POLICIES*

1. All subgrant recipients shall agree to participate in resource sharing, statewide interlibrary loan service to the extent practicable, and shall cooperate to provide holdings data of library materials acquired with a subgrant for inclusion in the OCLC database.

2. A library receiving a grant for retrospective conversion must add its holdings to the online Arkansas Union Catalog of Monographs database and commit to updating its holdings in the database to reflect additions, changes and deletions.

3. Libraries receiving subgrant funds to establish successful new program activities, or services should indicate a willingness to commit post-grant support to their continued operation.

4. Library proposals must be appropriate in terms of the current long range plans of the library.

5. The Arkansas State Library supports the use of technology to improve access to library services and resource sharing. The State Library may institute requirements to ensure technological compatibility or to provide access to bibliographic records. Automated systems funded with grant monies must include an open architecture to allow seamless searching capability using the Z39.50 standard.

6. Annually the Arkansas State Library will determine whether applications for subgrants will be accepted. If a series or continuing projects are planned, subgrant proposals must be submitted each year for review and approval. Initial granting of funds for a continuing project does not guarantee funds for the remaining years of the project.

7. Annually the Arkansas State Library will determine whether to place a limit on the amount that may be requested for a subgrant.

8. The Arkansas State Library will require evaluation of all programs, services, and projects funded under the LSTA. Annually, all grant recipients will be expected to

conduct an evaluation of their project and provide written reports and other information as required by the State Library. Failure to provide a requested report or information shall disqualify the library from future subgrants. Any grant recipient may be selected for project review by State Library staff or an outside evaluator.

9. All subgrantees will be required to submit quarterly progress and financial reports, and a final evaluation report. In addition, each subgrantee shall cooperate with periodic monitoring and a final project review by State Library personnel.

10. Successful applicants must agree to share the results of their project with other libraries, including appropriate on-site visits at mutually convenient times.

11. Each subgrantee expending $100,000 or more in federal funds during the state fiscal year shall have an audit conducted in compliance with requirements of the federal Single Audit Act of 1984, as amended, and implementing regulations. Libraries receiving subgrants of more than $25,000 but less than $100,000 shall provide the State Library with a copy of their annual audit which shall include LSTA project expenditures.

12. An LSTA Advisory Council Subcommittee, appointed by the State Librarian, shall review subgrant applications and make recommendations for project selection to the State Library Board. The Subcommittee will be composed of one representative from each type of library: academic, public, school, special, institutional, and libraries serving individuals with disabilities. Final project selection and funding decisions shall be made by the State Library Board during a regular quarterly meeting or a special called meeting of the Board.

D. RESTRICTIONS ON THE USE OF LSTA FUNDS

1. Applicable federal and state laws, rules and regulations, including those of the Arkansas State Library, shall govern the use of LSTA funds.

2. No financial commitment of subgrant funds may be made until the State Library receives a fully executed LETTER OF AGREEMENT containing the signatures of appropriate officials, and issues a NOTIFICATION OF GRANT AWARD to the subgrantee.

3. Absolutely no aspect of a selected project may be commenced until the Subgrantee receives a written NOTIFICATION OF GRANT AWARD properly signed by the State Librarian.

4. The Arkansas State Library will not approve subgrant awards for projects already under way or completed at the time of the grant application.

5. The State Library will not approve any subgrant application that proposes to use subgrant funds for overhead charges, indirect costs, administrative fees, audits, or bonding costs.

6. LSTA funds may not be used for basic operating costs of a library.

7. LSTA funds may not be used to supplant previously available local funds.

8. LSTA funds may not be used for construction, renovation, or improvements of library buildings.

PROCEDURES:

A. PUBLIC LIBRARIES

1. Applications on behalf of county or branch libraries must be submitted and signed by the headquarters librarian and the board chairman, and if approved, the project will be administered by the headquarters librarian.

2. Applications for subgrants on behalf of public libraries which are members of a regional library system must be submitted, signed, and administered by the system headquarters librarian. The regional board chairman and appropriate county board chairman shall also sign.

3. Applications from municipal public libraries not part of a county or regional library system, and which qualify independently for the State Aid For Public Libraries Program, shall be submitted and signed by the librarian and the city board chairman.

B. ACADEMIC, SCHOOL AND SPECIAL LIBRARIES

1. Applications from academic, school and special libraries must be submitted, signed and administered by the librarian. To be considered, applications must also be signed by an appropriate institutional official.

C. MULTIPLE PARTICIPANTS

1. If more than one library will be participating in a proposed project, there must be a letter of support from each participant.